

DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS DETACHMENT
27th TRANSPORTATION BATTALION (MC)
UNIT 27973
APO AE 09096

AETV-SCS-MI

1 March 2004

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #10, Sponsorship Program

1. To ensure that arriving and departing soldiers and their dependents receive proper support, I in conjunction with the Detachment First Sergeant and Battalion CSM, will resource this program to the fullest extent possible.
2. As we receive notification of the arrival/departure, the Detachment First Sergeant or the Battalion CSM will appoint a sponsor for each arriving/departing soldier. In order to facilitate the transition, every effort will be made to ensure the sponsor is of equivalent rank and marital status as the soldier; and has access to a privately owned vehicle (POV). The sponsor may NOT transport the soldier's family in any tactical vehicle.
3. The sponsor is responsible to ensure that the soldier and his/her dependents receive a welcome packet (incoming soldiers only), transportation from/to the airport, and full in/out-processing with the unit and the Wiesbaden Military Community. The sponsor's supervisor will ensure that there is enough time allotted to the sponsor to accomplish this very important duty.
4. As a minimum, the sponsor will read the sponsorship standing operating procedures (SOP) upon appointment for guidance. Additionally, the sponsor will report to his/her supervisor on a daily basis with the status of the sponsored soldier and what stage they are at with the in/out-processing.
5. "SHOOTERS, SHOOT TO KILL!"

WARREN C. FISHER
CPT, TC
Commanding